

# *2017 State Bureau of Procurement Conference*



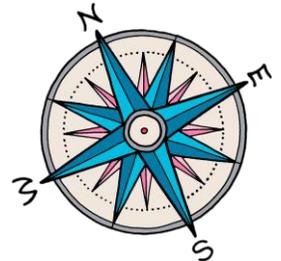
Navigating the  
Procurement Trail

# 2017 SBOP Accomplishments

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- ✓ eSupplier Portal for Bidders
- ✓ Strategic Sourcing
- ✓ Automated RPA System
- ✓ Cronin Award Recognition
- ✓ One Procurement Kickoff



# VendorNet

eSupplier  
Launched  
Sept. 12, 2017



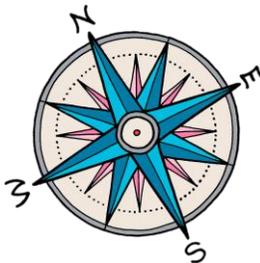
## eSupplier

1000+  
Bidders  
Registered  
in eSupplier

Introducing ***eSupplier Portal for Bidders***,  
the new way to do business with the State of Wisconsin!

<https://eSupplier.wi.gov>

With eSupplier, companies interested in doing business with the State have access to new resources and tools to manage and respond to online solicitations from the State.



# eSupplier – Benefits for Bidders

## New to eSupplier:

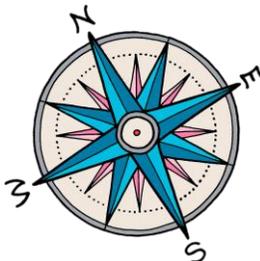
- View pre-announcements of upcoming agency bid opportunities
- Access and review bid documents and attachments
- Respond electronically to agency bids
- Manage communications with sourcing managers



## With eSupplier you can still:

- Add and manage NIGP codes
- Get email notifications of available solicitations
- Search for solicitations by NIGP code or agency

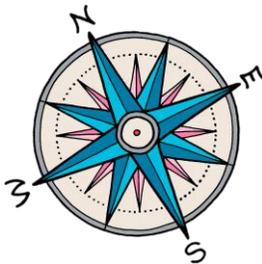
*Have questions about Strategic Sourcing? Contact the Help Desk at [doawispro@wisconsin.gov](mailto:doawispro@wisconsin.gov)!*



# Strategic Sourcing

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- Launched Sept. 12, 2017 in conjunction with eSupplier
- State agencies create and post electronic versions of solicitations
- Enhanced consistency with enterprise and agency templates
- Use pre-announcements to notify bidders of upcoming solicitations
- Collaborate with your team by granting access to colleagues



# New PIMS (Procurement Information Memorandums)

## PIM-17003

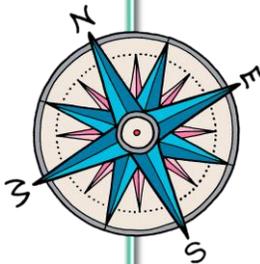
*Receipt of Late Electronic Bids, Proxy Bid Entry*

## PIM-17004

*Electronic Procurement Records Retention and Systems of Records*

## PIM-17005

*Strategic Sourcing Naming Conventions - Templates, Library Items and Bid Factors*



# Automated RPA System

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**Request Purchasing Authority Login**

Username...

Password...

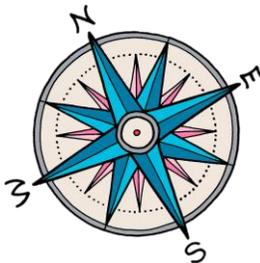
Accounts Domain

Login

*UW System users please select Register.Wisconsin.Gov domain*

[Help](#) | [Request Access](#) | [I can't login](#)

<https://rpa.wi.gov>



# Automated RPA System

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## Real-time feedback

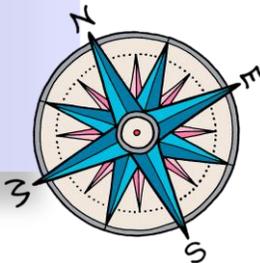
Users and approvers can track an RPA's approval process in real-time

## Increased functionality

Approvers will be able to send the RPA back to a previous step or to the submitting agency if more information is needed

## Improved data collection

Users and approvers can access charts and graphs to compare the amount of time an RPA spends in each approval stage



# Automated RPA System

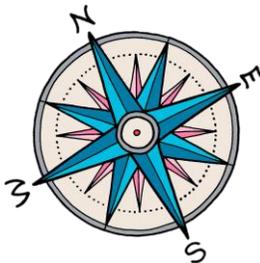
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## Improved consistency

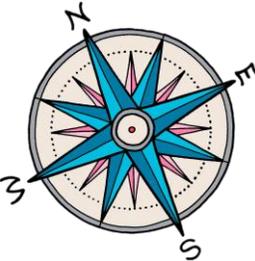
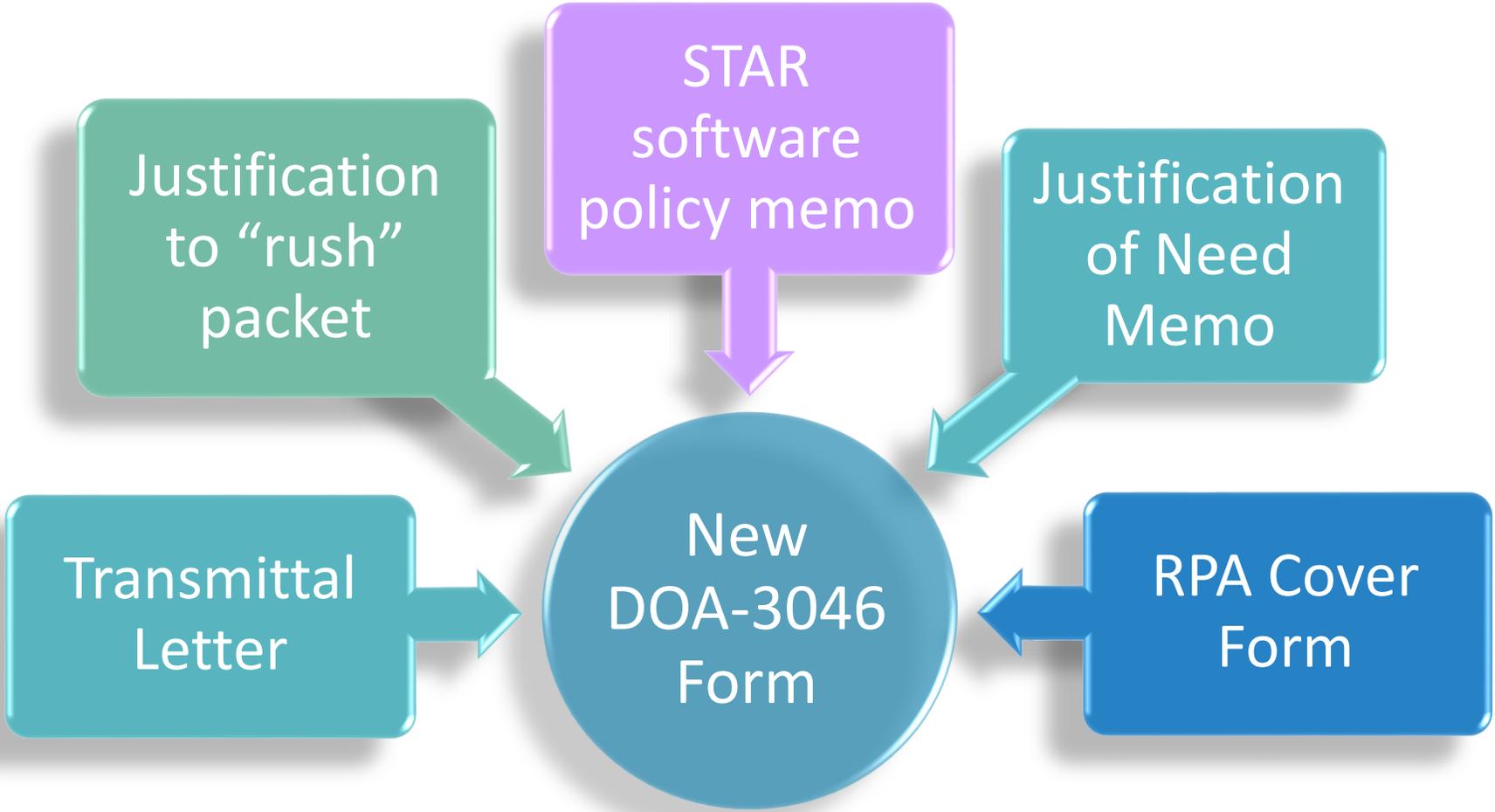
Required information and attachments are clearly noted and users must complete all required sections before submitting an RPA for approval

## Ease of use

Links to the most current versions of commonly used forms are provided within the RPA website



# RPA Forms Consolidation



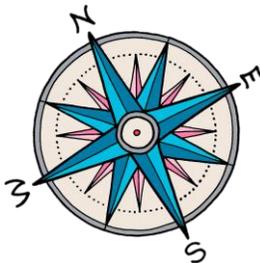
# 2017 Cronin Awards



## Breaking the Barriers: Vendor Relations Best Practices

Submission highlighted three practices:

- Pre-Solicitation Conferences
- Pre- and Post-Solicitation Supplier Outreach
- Posting Draft RFB/RFPs for comment



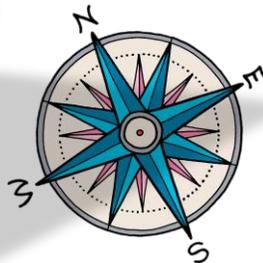
# 2017 Cronin Awards



## Breaking the Barriers: Agency & Customer Relations Best Practices

Submission highlighted four programs:

- Annual State Procurement Conference
- Procurement Newsletter using GovDelivery
- Webinars, Contract User Guide Reform
- Survey Tools and SharePoint for Agency Collaboration

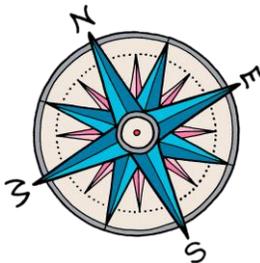


# 2017 Cronin Awards



## Professional Development in Software Licensing

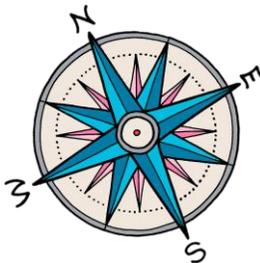
Re-submission highlighting the full day class created and facilitated by IT Sourcing to reinforce the importance of understanding and negotiating software licenses.



# One Procurement Kickoff

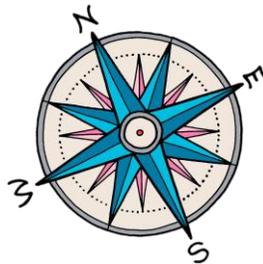
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- Announced on June 19, 2017
- One Procurement will create a collaborative culture of procurement activities across executive agencies through operational and structural reforms, training and consistent processes.
- SBOP will strengthen its coordination with the current executive delegated agencies and expand the services it provides through CAPS.
- SBOP will also focus support of IT and telecommunications procurement activities across the enterprise.





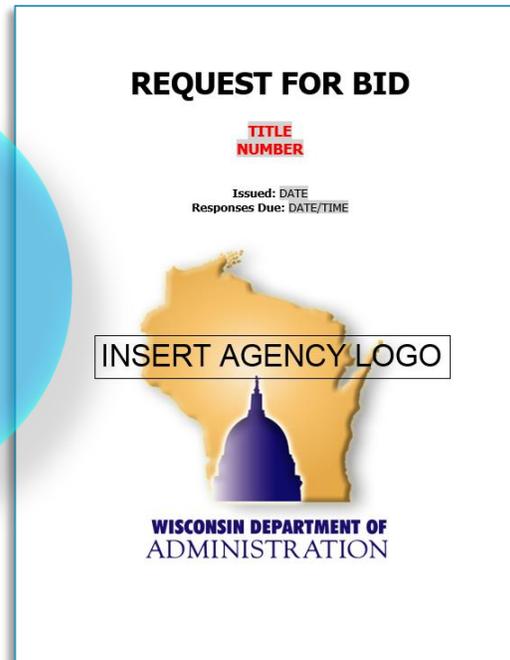
# 2017 SBOP Highlights



Coming Soon!

## New Bid and RFP Templates are Coming Soon!

SBOP will be publishing workable templates to VendorNet, with separate user guides on how to complete each one.



**1.0 INTRODUCTION AND PURPOSE**  
PLACEHOLDER

**1.1 DEFINITIONS**  
For the purposes of this Request for Bid and resulting Contract(s), the following definitions of terms shall apply, unless otherwise indicated.

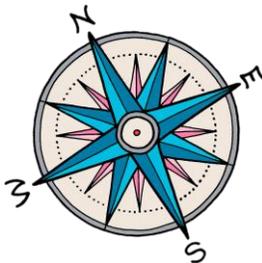
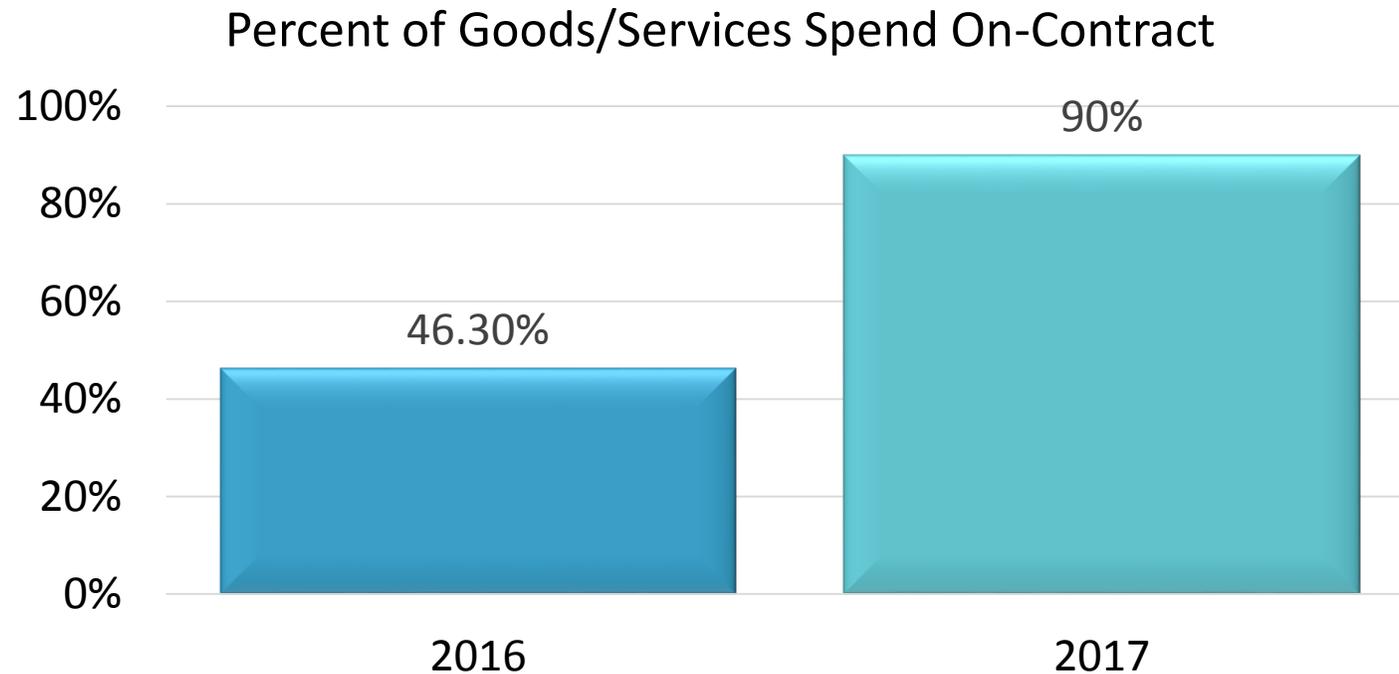
Agency:	an office, department, agency, institution of higher education, association, society or other body in state government created or authorized to be created by the constitution or any law, which is entitled to expend moneys appropriated by law, including the legislature and the courts, but not including an authority.
Authorized Users:	includes any State Agency, University of Wisconsin campus, or other state or local public body authorized to use Contracts, as established in §§16.70 (1b), (1e), (2), (4) and (8), 16.73 and 66-0301 of the Wisconsin Statutes and §PRO-D-30 of the State Procurement Manual.
Bid:	a price quotation specifically given to a prospective purchaser by a prospective seller; a Bid is an offer to sell. For the purposes of this RFB, a Bid includes all requisite forms, response completed as instructed.
Bidder:	a person or firm that responds to this Request for Bid.
Commodity:	a tangible article of trade or item of merchandise; goods; products, materials, supplies, or finished products. A Commodity is not a Service for purposes of this RFB, but a Commodity may include incidental or related Services.
Contract:	the written agreement between the successful Bidder and the State covering the commodities and services to be performed pursuant to this RFB.

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# Agencies Increasing On-Contract Spend!

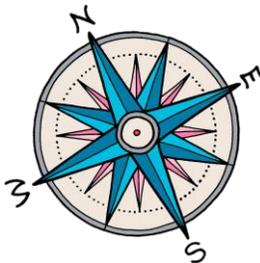
Since the State implemented a business intelligence solution to track certain spend metrics through the STAR ERP system, we have seen marked improvement in state agency on-contract spend.



# WISBuy Highlights



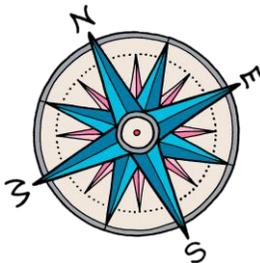
- **New suppliers added: 16**
- **New users trained: 1,100+**
- **Active users: 3,100+**
- **Growth in daily spend: 57%**
- **Growth in daily transactions: 44%**



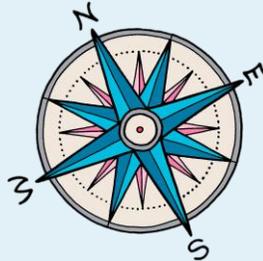
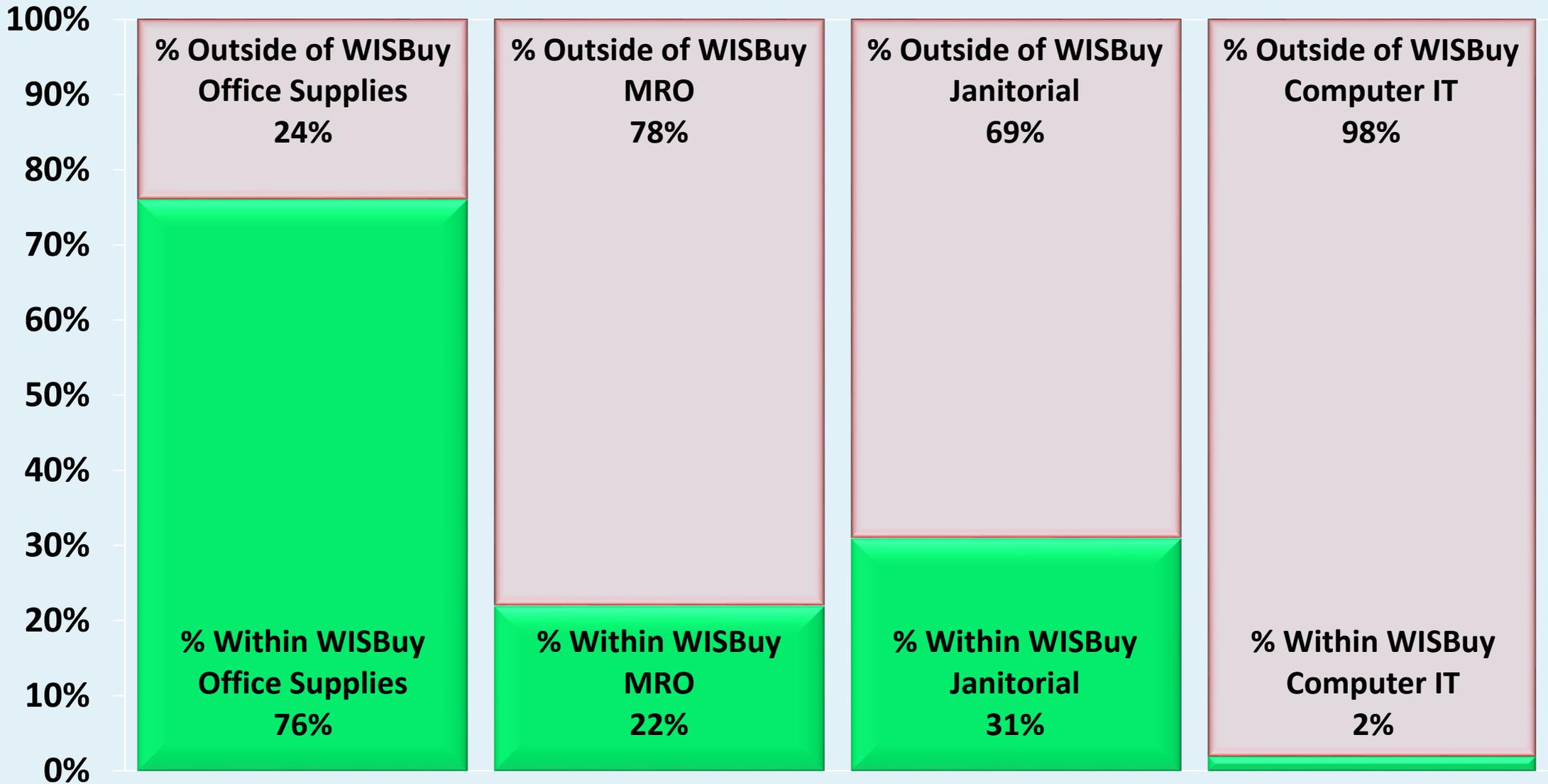
# WISBuy Highlights



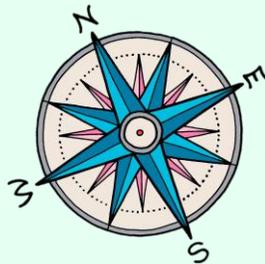
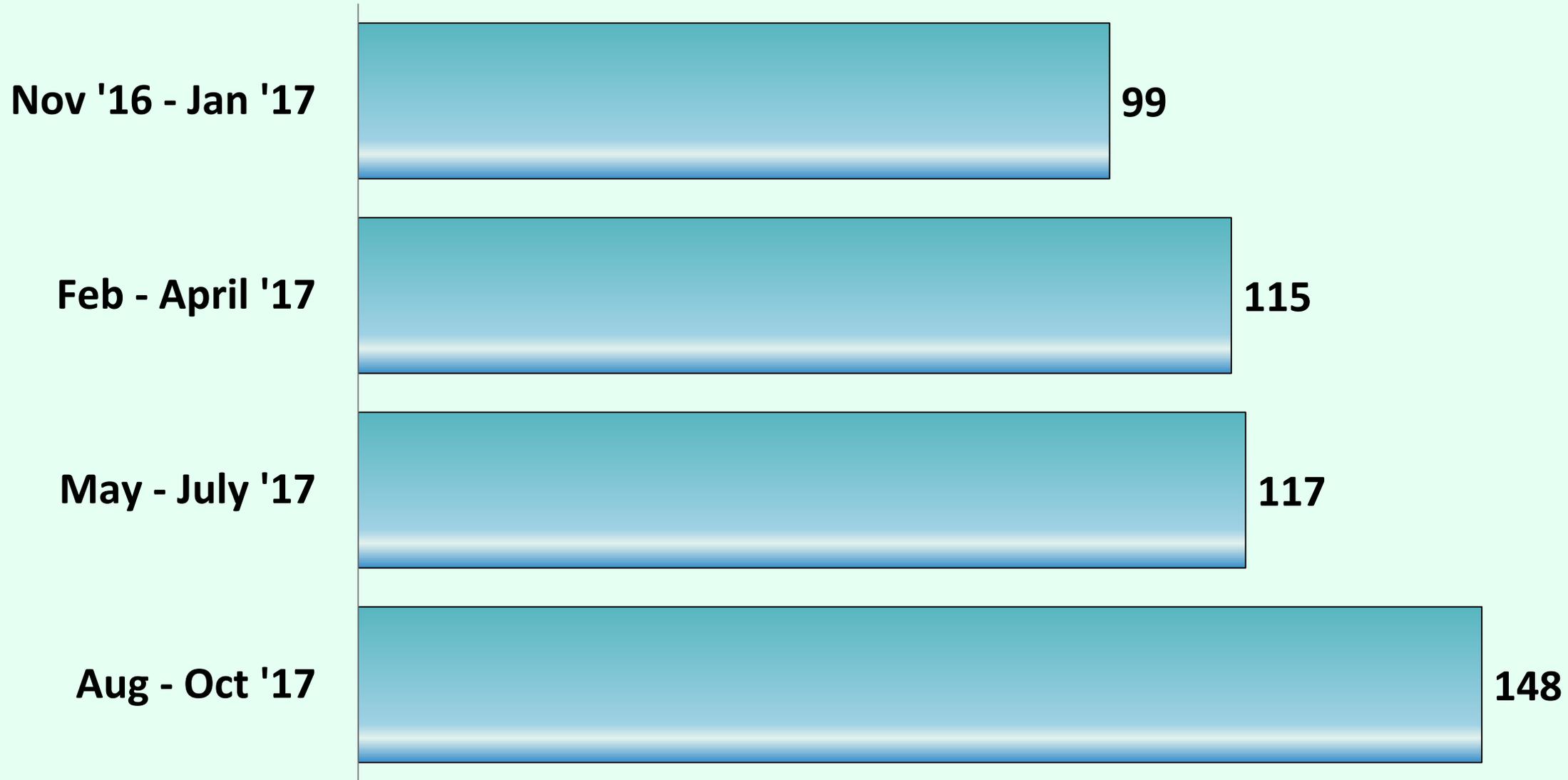
- **Agency with the largest increase in WISBuy users: DNR**
- **Top vendor by spend: Staples**
- **Top vendor by number of transactions: Staples**
- **Most opportunity for growth: Computer Equipment & Related Services**



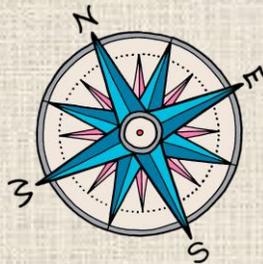
# What percentage of our spend is completed through WISBuy?



# WISBuy Average Daily Transactions Continue to Grow!



# WISBuy Average Daily Sales Show Consistent Growth!



# Monthly Newsletter

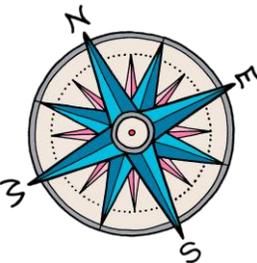
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- **First edition published:** December 1, 2016
- **Current subscribers:** 1,136
- **Topics include:**
  - SBOP Highlights
  - Training Opportunities
  - Updated Forms
  - Contract Spotlight
  - VendorNet and eSupplier Highlights
  - WISBuy Updates
  - Staffing News
  - *And more!*



## Want to join the mailing list?

*Sign up at the SBOP Information table  
in the main concourse!*



# Procurement Training

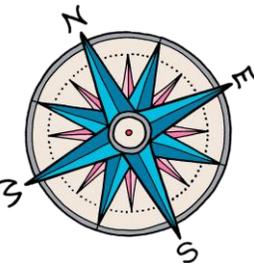
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Want to brush up on your procurement knowledge? SBOP offers a number of free trainings!  
Sign up online at [DOA > State Bureau of Procurement > Procurement Training](#)



## SBOP Curriculum:

- Intro to the Wisconsin Purchasing Process
- Writing & Conducting RFBs
- Writing & Conducting RFPs
- Cost Benefit Analysis
- Purchasing Printing for the State of Wisconsin
- Negotiating on Behalf of the State of Wisconsin
- Contract Administration
- Software Licensing 101

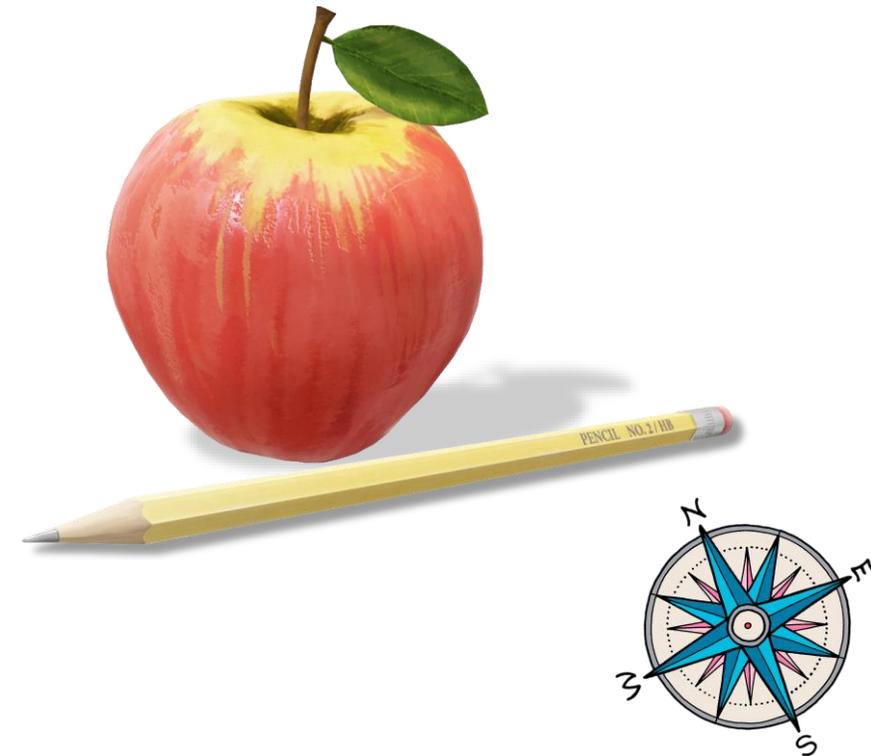


# Procurement Training

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## Additional Trainings:

- WISBuy Basic Training
- WISBuy Refresher & Advanced User Training
- WISBuy Training for BU Admins
- STAR's Strategic Sourcing: Creating a Sourcing Event
- STAR's Strategic Sourcing: Awarding an Event



# Federal Surplus Property Program

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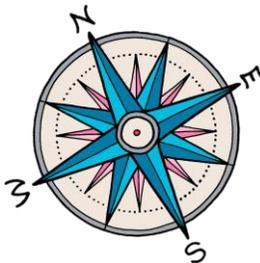
***Tight Budget? Looking to save money for your organization?***

The Federal Surplus Property Program may be able to help.

For a small service fee, eligible organizations are able to obtain property no longer needed by the Federal Government.

Items include: construction equipment, food preparation and serving equipment, musical instruments, tools, office equipment, lab equipment, and more!

For more information and to apply for eligibility  
please visit: **[www.WIFederal.com](http://www.WIFederal.com)**



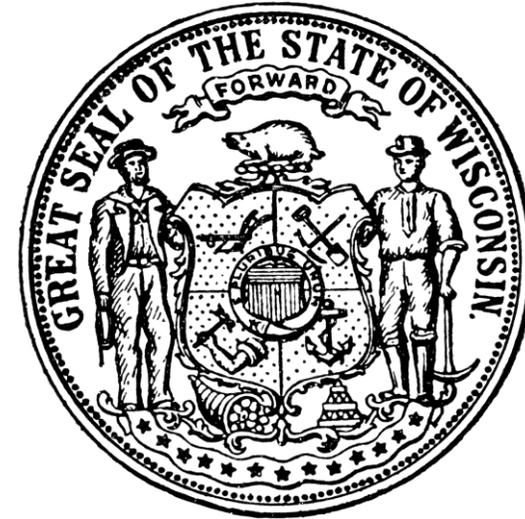
# State Procurement Manual Updates

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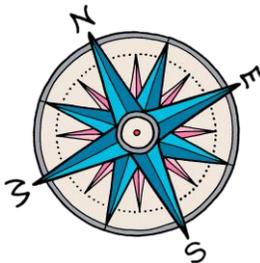
SBOP is in the process of revising the State Procurement Manual, including updates to the manual's:

- Content
- Format
- Presentation

*Keep an eye out for more information in the coming months!*



**State Procurement Manual**



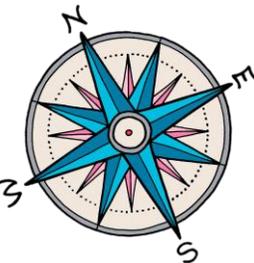
# Contracts: Upcoming & New

## *Moving and Storage Services*

- 505ENT-M18-MOVSTRGSVC-00
- Manager: Jeannie McCarville
- Tentative Start Date: 1/1/18

## *Computer Printers, Supplies, Parts, Accessories and Related Services*

- 505ENT-M18-PRINTERDSK-00
- Manager: Cort Hoel
- Start Date: 10/6/2017
- End Date: 10/5/2019



# Contracts: New

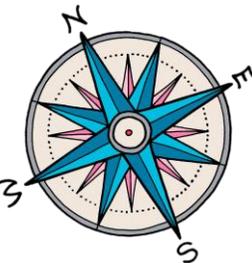
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## *Laboratory Equipment, Supplies, Chemicals & Educational Materials*

- 505ENT-O18-LABEQPMENT-00
- Manager: Mojgan Hall
- Start Date: 7/1/2017
- End Date: 3/31/2019

## *Electrical & Plumbing Maintenance, Repair & Operating Supplier (MRO)*

- 505ENT-M18-ELCPLSUPLS-00
- Manager: Brooke Gullick
- Start Date: 7/1/17
- End Date: 6/30/19

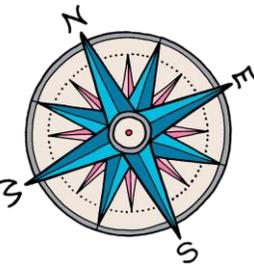


# Contracts: Renewals

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## *Ground Maintenance Equipment*

- 505ENT-O14-GNDMNTCEQP-00
- Manager: Brooke Gullick
- New End Date: 11/4/2019



# Contracts: Upcoming Renewals

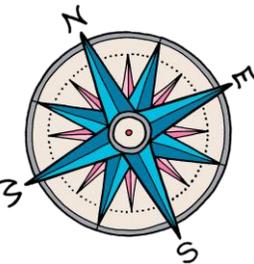
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## *Motor Fuels - Statewide*

- 505ENT-M15-MOTOR FUEL-00
- Manager: Jeannie McCarville
- Current End Date: 12/31/2017

## *Aviation Fuel and Refueling*

- 505ENT-M13-AVTIONFUEL-01
- Manager: Jeannie McCarville
- Current End Date: 12/31/2017

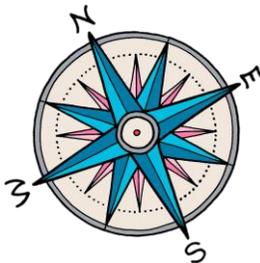


# SBOP Outreach



SBOP has been ramping up our outreach efforts with a variety of new flyers, brochures, and banners.

Look for our booth at the upcoming Market Place!



# WAPP Winter Conference



## WAPP's Winter Conference

8:30-4:30, December 7-8, 2017

Sheraton Madison Hotel

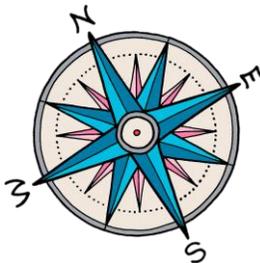
*Registration closes 12/1*

Fees vary for members, nonmembers, and retiree's

Register at: [www.wapp.org](http://www.wapp.org)

Topics include:

- True Colors Workshop
- Software Licensing 101
- Cybersecurity Best Practices Panel
- “What's Your Solution” Table Discussions



Plan to join us for the 3<sup>rd</sup> annual  
State Bureau of  
Procurement Conference  
next year!



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

